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National Accreditation Council

for Agencies Serving the Blind
and Visually Handicapped

Annual Report 1977 - 1978

(July 1, 1977 — June 30, 1978)



It Was A Banner Year

LOUIS H. RIVES, JR., *President*

In 1978 NAC moved closer than ever to its goal — quality services for all blind people.

By stimulating improvements in the agencies and schools that serve blind Americans, NAC demonstrates this:

When organizations conscientiously apply accepted standards in a system of accreditation, their services are strengthened.

The NAC system is carried out through three basic programs — development of standards, advancement of standards, and accreditation.

We believe NAC's accomplishments in the past year have been especially noteworthy.

The following report presents the highlights of the three programs for fiscal year 1978.

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NAC

Development of Standards

There can be no accreditation without standards, the yardsticks against which an agency's actual performance can be measured. NAC's standards reflect the best practice in the field of work with the blind. They are kept current by periodic review and revision.

This year two sets of revised standards were published: standards for *Function and Structure* and for *Rehabilitation Teaching Services*.

Standards for *Function and Structure* cover the basics of an organization. They include the administrative structure, the governing body, the chief administrator, planning and evaluation cycles, and related areas.

In revising these standards, increased recognition was given to the importance of consumer participation and the need to provide services to multihandicapped blind persons.

These revised standards help preserve the integrity of separate, specialized services to blind and visually handicapped persons. They encourage increased public accountability.

Standards for *Rehabilitation Teaching Services* are concerned with the teaching of home and personal management, communications, and other adaptive skills.

The revised standards reflect the emergence of rehabilitation teaching as a unique profession. They recognize its expanded role in the total rehabilitation program.

The Education Standards Project was by far our most ambitious standards project during the year. This is a comprehensive revision of the standards and self-study guides used by special schools for blind and visually handicapped children. It includes, for the first time, standards for preschool programs.

By June 30, revised draft standards had been prepared, using input received from a national review and from the experience of schools that field tested the standards in actual self-evaluations. We expect to publish these standards early in 1979.

NAC keeps its standards up to date because better standards lead to better services.

Advancement of Standards

Before an agency can use the standards, it has to know about and understand them. Therefore, NAC has a program to inform the public of its goals and methods. As the benefits of the NAC process are understood and accepted, more agencies and schools seek NAC accreditation.

As part of this program, NAC provides pertinent information and assistance to agencies and schools that want to qualify for accreditation. Many need help in trying to measure up to NAC's standards. NAC provides that help.

Some organizations of and for the blind are not eligible to apply for accreditation. NAC encourages their participation in a variety of ways. Some become official Sponsors or Supporters. They publicly endorse NAC's work and NAC seeks their advice and guidance.

During the past year four organizations became affiliated with NAC for the first time. There are now 21 Sponsors and Supporters.

Also a new class of membership — Standard Bearers — is now open to all interested persons.

NAC actively encourages the participation of blind and visually handicapped men and women in its work. Blind people and organizations of the blind help develop the standards, give important feedback on the services they've received and how they might be improved. About one-third of NAC's Board and committee members are blind. In 1978, for the first time, NAC's annual report, list of accredited agencies, and newsletter, *The Standard-Bearer*, were made available to blind people in recorded form. NAC's *Self-Study and Evaluation Guides*, which contain the standards used by organizations preparing for accreditation, are also available in this form.

Government uses NAC accreditation to determine whether taxpayers' dollars are buying quality services. Many state vocational rehabilitation agencies for the blind require voluntary agencies using government funds to obtain NAC accreditation.

Clearly, when people know us and become involved in our work, our ability to stimulate agency improvement increases.

Accreditation

In accreditation and reaccreditation, this was the most active year in NAC's history.

Thirteen organizations applied for accreditation. This was the greatest number in six years. Nine were accredited, three were deferred until they make certain program improvements recommended by NAC, and one was denied.

NAC accreditation does not mean an agency is perfect. Rather, it signifies the agency is in substantial compliance with the standards and committed to a continuous process of evaluation and improvement. Accredited agencies must submit an annual progress report to NAC. In this they detail the improvements they have made based on NAC's recommendations.

Every five years agencies go through a comprehensive reassessment in order to be reaccredited. Eight were reaccredited in 1978. One application was postponed in order for more improvements to be made. One was put on warning. It has been requested to show cause why its accreditation should not be withdrawn.

As of June 30, 1978, 75 agencies and schools were accredited members of NAC. The process is working. An increasing number of organizations are applying the standards and making measurable improvements. They have made the process part of their ongoing management cycle.



It was a banner year for NAC. We've achieved a great deal but we know the road ahead is not a smooth one. We cannot sit back and rest on our accomplishments . . . 75 accredited agencies are just not enough.

We must actively encourage more agencies to strengthen their services through accreditation. In so doing, we must be responsive and sensitive to the needs of the field and to the blind people whom we ultimately serve.

This is our challenge. We cannot rest until all blind people are receiving quality services — services that will make the meaningful difference in their lives.

Volunteers—A Salute

RICHARD W. BLEECKER, *Executive Director*

Volunteers — they are the lifeblood of our democratic society.

These people who give of themselves to help others are among America's most valuable resources. They strengthen the fabric of our society through their selfless, constructive action.

What motivates them to give so much time and effort to others?

People volunteer because they enjoy helping to solve problems creatively. They work with others to enrich the quality of human life.

In this spirit NAC was born and continues to grow. NAC's dedicated volunteers set our policies, develop our standards, serve on our visiting evaluation teams, and do so many other things. They make it possible for NAC to do its job — to strengthen the agencies and schools that help blind people help themselves.

Three types of volunteers serve NAC. They are professionals in the field of work with the blind, civic leaders from the general public, and blind people themselves. Their different interests are reflected in NAC's balanced policies and programs. And, while they don't always agree on how it is to be done, they do agree that it is to be done — blind people must be enabled to make the most of their potential.

NAC's volunteers work together to strengthen agencies and schools for the blind — through standards and accreditation. They assure that blind persons will get the services they need to become productive, fulfilled citizens.

We are grateful for their dedication and constructive actions. They make everything we believe in possible.

We are fortunate so many have chosen to donate their time and expertise to NAC. Together we are winning the battle against the ignorance and discrimination that blind people still face.

Together we shall continue to demonstrate that blind people can work and play and love on an equal basis with their sighted friends, enjoying the full benefits of our democratic society.

Statement of Support, Revenue, and Expenses and Changes in Fund Balances
Year Ended June 30, 1978 • With Comparative Totals for 1977

	1978		Total All Funds	
	Current Funds		1978	1977
	Unrestricted	Restricted (Note 3)		
Public support and revenue:				
Contributions	\$229,809	\$46,523	\$276,332	\$286,880
Revenue:				
Assessments and dues - member units	44,599		44,599	37,160
Interest	11,595		11,595	9,450
Publication sales	3,354		3,354	1,618
Total revenue	59,548		59,548	48,228
Total public support and revenue	289,357	46,523	\$335,880	\$335,108
Expenses:				
Program services:				
Develop standards	14,326	45,364	\$ 59,690	\$ 68,630
Advance standards	81,860	400	82,260	65,130
Accreditation	82,427		82,427	66,859
Total program services	178,613	45,764	224,377	200,619
Supporting services:				
Management and general	65,889	759	66,648	51,916
Fund raising	43,380		43,380	49,427
Total supporting services	109,269	759	110,028	101,343
Total expenses	287,882	46,523	\$334,405	\$301,962
Excess of public support and revenue over expenses	1,475	—		
Fund balances, beginning of year	143,016			
Fund balances, end of year	\$144,491	\$ —0—		

The accompanying notes are an integral part of the financial statements.

Statement of Functional Expenses
Year Ended June 30, 1978 • With Comparative Totals for 1977

	1977						
	Develop Standards	Program Services Advance Standards	Accreditation	Total	Supporting Services Management and General	Fund Raising	Total
Salaries	\$27,799	\$51,673	\$54,909	\$134,381	\$27,482	\$30,168	\$ 57,650
Employee health and retirement benefits (Note 4)	2,151	4,149	4,456	10,756	6,151	2,459	8,610
Payroll taxes	1,545	2,979	3,200	7,724	1,545	1,765	3,310
Total salaries and related expenses	31,495	58,801	62,565	152,861	35,178	34,392	69,570
Occupancy	2,992	5,536	5,748	14,276	1,747	3,122	4,869
Telephone and telegraph	1,479	2,750	2,946	7,175	815	1,555	2,370
Conferences, conventions, meetings, and travel	13,191	8,690	5,068	26,949	16,635	903	17,538
Professional fees and contract service payments	53	166	129	348	7,643	87	7,730
Equipment and other fixed assets	495	855	1,330	2,680	1,009	587	1,596
Outside printing, art work, etc.	8,641	2,646	1,592	12,879	1,596	509	2,105
Postage and shipping	381	960	955	2,296	265	496	761
Dues, subscriptions, and reference publications	30	76	25	131	441	641	1,082
Supplies	933	1,776	1,842	4,551	399	999	1,398
Miscellaneous		4	227	231	920	89	1,009
Total functional expenses	\$59,690	\$82,260	\$82,427	\$224,377	\$66,648	\$43,380	\$110,028

The accompanying notes are an integral part of the financial statements.

Balance Sheet

June 30, 1978 and 1977

CURRENT FUNDS

Unrestricted

	1978	1977		1978	1977
ASSETS			LIABILITIES AND FUND BALANCES		
Cash:					
Demand account	\$ 2,529	\$ 952	Accounts payable	\$ 8,006	\$ 3,400
Savings accounts	41,592	139,032	Deferred revenue		228
7.625 % commercial paper due July 28, 1978	100,000			8,006	3,628
Accounts receivable	2,783	3,367	Fund balances:		
Pledges receivable	2,380	225	Designated by the Governing Board for long-term investment (Note 2)	141,592	140,117
Materials for sale or use - stated at the lower of cost or market	1,710	1,706	Undesignated, available for general activities	2,899	2,899
Prepaid expenses	1,503	1,362	Total fund balances	144,491	143,016
	<u>\$152,497</u>	<u>\$146,644</u>		<u>\$152,497</u>	<u>\$146,644</u>
			Restricted (Note 3)		
			Cash	\$ 17,377	\$ 19,267
			Deferred revenue		
				<u>\$ 17,377</u>	<u>\$ 19,267</u>

The accompanying notes are an integral part of the financial statements.

Total Expenses

1978	1977
\$192,031	\$172,979
19,366	18,447
11,034	10,931
222,431	202,357
19,145	18,180
9,545	7,552
44,487	39,124
8,078	17,666
4,276	194
14,984	4,506
3,057	3,660
1,213	1,308
5,949	6,518
1,240	897
<u>\$334,405</u>	<u>\$301,962</u>

To the Board of Directors
National Accreditation Council
for Agencies Serving the Blind and Visually Handicapped
New York, New York

We have examined the balance sheet of National Accreditation Council for Agencies Serving the Blind and Visually Handicapped as of June 30, 1978 and the related statements of support, revenue, and expenses and changes in fund balances and of functional expenses for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements identified above present fairly the financial position of National Accreditation Council for Agencies Serving the Blind and Visually Handicapped at June 30, 1978, and the results of its operations and the changes in its fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

August 4, 1978

HURDMAN AND CRANSTOUN
Certified Public Accountants

See following page for accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies

All contributions are considered available for unrestricted use, unless specifically restricted by the donor. Pledges for contributions are recognized in the accompanying statements as they are received.

Expenditures for fixed assets are not capitalized and depreciated over the useful lives of the assets acquired, but are charged directly to expense. The *Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations* recommend the capitalization of fixed assets, if material. The amounts involved in fixed asset transactions are not significant.

No amounts for donated materials or services have been reflected in the accompanying financial statements. The amount of donated materials is not significant, and no objective basis is available to measure the value of donated services.

Materials for sale or use are stated at the lower of cost, on the first-in, first-out basis, or market, which is in conformity with the revised *Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations*.

2. Board Designated Long-term Investment

In the current period, the Governing Board has designated funds in the amount of \$1,475 for long-term investment. The aggregate of such funds designated by the Board is \$141,592 and \$140,117, respectively, at June 30, 1978 and 1977.

3. Restricted Fund

During the years ended June 30, 1978 and 1977, the Council received grants from five foundations totaling \$40,875 and \$58,625, respectively, to finance a two-year project to develop standards and publish a self-study and evaluation guide for specialized agencies and schools serving blind and visually handicapped children. Of these grants, \$45,364 and \$39,358 were expended during the years ended June 30, 1978 and 1977, respectively.

An additional grant of \$3,000 was received by the Council for the purpose of reproducing its annual report and newsletters for blind and visually handicapped persons, of which \$400 was expended at June 30, 1978.

The unexpended balances of the foregoing grants, totaling \$17,377, are reported as deferred revenue in the restricted fund for future use.

4. Pension Plan

The Council participates in the National Health and Welfare Association pension plan, the costs of which are borne by the employer. The plan covers all employees over 25 years of age with more than one year of service. The total expense to the Council for the years ended June 30, 1978 and 1977 was \$6,973 and \$6,780, respectively. There are no prior service costs. A contribution of \$4,000 was also made each year to a special retirement account for a former executive director.

5. Leased Premises

The minimum rental commitment under a lease commencing July 1, 1978 for the Council's office space, excluding payments for utilities, is as follows:

Years ended	
June 30	
1979	\$15,545
1980	16,045
1981	16,545
1982	17,045
1983	17,545

Rental costs aggregated \$19,145 and \$18,180 for the years ended June 30, 1978 and 1977, respectively.

6. Litigation

A suit was filed on August 18, 1977, in United States District Court, against the Council and its executive director (subsequently amended to include other organizations serving the blind and visually handicapped) by National Eye Care Association (NECA). According to the complaint, NECA is "engaged in the business of providing a range of services, and benefits to the general public related to the promotion of regular eye care and accompanying services, together with other benefits." The complaint seeks judgment against the defendants jointly and severally of \$2,500,000 compensatory damages and \$7,500,000 punitive damages for allegedly interfering with and injuring NECA's business.

The Council is vigorously contesting the suit and it is the opinion of the Council and its legal counsel that the plaintiff's case is without merit and that there are numerous and substantive valid defenses which are being asserted. Accordingly, no provision for any liability in connection with this matter has been made in the accompanying financial statements.

Suggested Form of Bequest

I give and bequeath to the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, Inc., a not-for-profit corporation located in New York, N.Y., the sum of

_____ dollars (\$_____) to be used by the Council's Board as deemed advisable within the corporate powers of such Council.

Suggested Form of Gift

I hereby give to the National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, Inc., a not-for-profit corporation located in New York, N.Y., the sum of

_____ dollars (\$_____) to be used for the general purposes of the Council at the direction of its Board of Directors.

Commission on Accreditation 1977-78

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Dallas, Texas

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Greeley, Colo.

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1977-78

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Little Rock, Ark.

National Accreditation Council

for Agencies Serving the Blind
and Visually Handicapped

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Presidents Council

(Past Presidents)

ARTHUR L. BRANDON 1967-72
PETER J. SALMON 1972-73
DANIEL D. ROBINSON 1973-75

Accreditation by NAC
signifies that an agency
or school meets
nationally accepted standards
for quality services
to blind and visually handicapped
Americans, responsible management,
and public accountability.

NAC is a member of the
President's Committee on
Employment of the Handicapped
and the
Council of Specialized
Accrediting Agencies.

A not-for-profit organization,
NAC is supported by contributions,
grants, and dues.
Contributions to NAC are
tax-deductible.

Executive Director
RICHARD W. BLEEKER, Ed. D.

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* As of June 30, 1978



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